

The worship service coordinator of Hope Lutheran Brethren Church (Hope) will primarily be responsible for planning and directing the Sunday morning worship service experience.

Relationships and Accountability

- The Worship Service Coordinator directly reports and is accountable to the Lead Pastor. He/she will communicate regularly with the Lead Pastor and attend and contribute to any scheduled staff meetings or ministry leader meetings as deemed necessary.
- Supervisory relationships – this position will have direct management and supervision of ministry team members (facilitators, singers, tech people, and musicians).
- Professional development and evaluation should occur through honest, ongoing feedback and meaningful conversations on at least a monthly basis. An annual professional review process may also be conducted by the Lead Pastor. On-the-job training will be provided as necessary. (*Professional Development opportunities, such as training seminars, may be funded by the church when appropriate and with prior approval.*)

Qualifications and Competencies

- Hope's Worship Service Coordinator must confess personal faith in Jesus Christ as Savior and exhibit a life which gives evidence of that relationship.
- Must respect and love Christ's body, the Church, and demonstrate a willingness to work in harmony with this local church and its statement of faith and constitution.
- Ability to read music, play a lead instrument, and possess competency in leading worship.
- Have leadership gifts – inspiring others, nurturing creativity, directing others, and a teachable spirit.
- Be a "team player," able to work cohesively with the church, other staff and volunteer staff.
- Be self-initiated to pace and complete tasks independently during the week.
- Experience with technical aspects of worship services and worship technology is preferred.

Responsibilities and Duties

- Be in prayer for the congregation and especially Hope's worship ministries.
- Regularly attend Hope's worship services (*with family if applicable*) and assigned staff functions.
- Oversee Hope's music ministry for worship services. This includes but is not limited to:
 - Coordinate with the pastor to prepare or support the themes, texts, and flow for each service.
 - Selecting music or guiding the selection of music cooperating with the pastor for themes, etc.
 - Nurture and lead Hope's worship teams. Recruit members. Schedule and rehearse weekly.
 - Communicate weekly with office staff regarding song/hymn slides, scripture, readings and other items for Sunday projection.
 - Confirm accuracy of song slides for projection each week and keep record of songs used for CCLI.
 - Coordinate/facilitate musicians and singers in worship services as needed.
 - Recruit and oversee audio/visual teams and equipment.
- As determined through prayer and the following of God's Spirit, develop and grow Hope's music ministry.
- Work with the lead pastor, the A/V team, and other worship team members to develop an annual budget.
- Other duties as assigned.

Terms

Hours: This is a 10-15 hour per week staff position

Compensation: \$17 per hour